

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 16, 1979

ALL-COUNTY INFORMATION NOTICE I-40-79

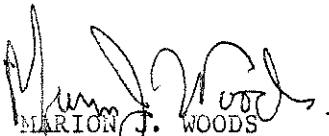
TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: EDD REQUEST FOR PROPOSAL FOR A COOPERATIVE LOCAL PLANNING PROCESS
FOR EMPLOYMENT AND TRAINING

REFERENCE:

Attached is a Request for Proposal we recently received from the Employment Development Department. The RFP solicits project proposals to test joint planning efforts for the effective and efficient delivery of employment and training services. Proposals must be jointly submitted by four designated agencies. These agencies are encouraged to coordinate with County Welfare Departments. You may wish to pursue a project proposal with one of the designated agencies.

General questions on the RFP can be directed to Tony Gutierrez, Director, State CETA Office ((916) 322-4440) or to any local office of the participating agencies. If you desire any further assistance, please contact my Special Assistant, Ronald Teel, (916) 322-9701.


MARION J. WOODS
Director

Atttch.

cc: CWDA

GEN 654a (7/78)

Memorandum

To : Marion Woods, Director
Department of Social Services
744 P Street
Sacramento, CA 95814

Date : March 20, 1979

File No.:

From : Employment Development Department

Subject: REQUEST FOR PROPOSAL FOR A COOPERATIVE LOCAL PLANNING PROCESS
FOR EMPLOYMENT AND TRAINING

The attached Request for Proposal (RFP) was recently distributed to CETA prime sponsors, vocational education agencies, and local Rehabilitation and EDD offices. Because of your interest and involvement in employment and training, you may wish to disseminate the information to your local agencies also.

It is my firm belief that local, comprehensive planning is one important step toward equitable service to all unemployed and underemployed persons.

Questions can be directed to Tony Gutierrez, Director, State CETA Office, or to any local office of the participating agencies.

Martin R. Glick

MARTIN R. GLICK
Director

Attach - TEEL

EMPLOYMENT DEVELOPMENT DEPARTMENT

SACRAMENTO 95814 (916) 445-9212



• March 2, 1979

REFER TO:

- Prime Sponsor Directors
- Vocational Education Directors
- Department of Rehabilitation Managers
- EDD Office Managers

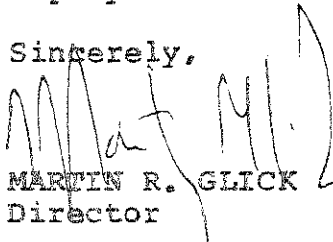
Cooperative employment and training planning at the local level has continued to grow during the past year. However, there are still many obstacles to a smooth planning process. New ideas and new mechanisms are needed. The attached Request for Proposal (RFP) offers the opportunity to further expand and test effective methods of cooperative planning. The knowledge gained from these projects will be used throughout the State. The RFP solicits proposals for projects to organize and test a cooperative local planning process for the effective and efficient delivery of employment and training services in California.

It is my hope that each of you will participate in the development of a proposal with other employment and training agencies in your area. Only a limited number of projects can be funded, but the effort required to develop your proposal, even if not funded, will not be wasted. Improved information sharing and increased program linkages can result. Also, as new ideas and concepts are developed and tested in the project, they will be transmitted to you.

As you will note in the RFP, proposals must be jointly submitted by at least the four major employment and training agencies in an area. The participation of other related agencies is encouraged.

General questions on the RFP can be directed to the California Employment and Training Advisory Office at (916) 322-4440.

Sincerely,



MARTIN R. GLICK
Director

Attach

REQUEST FOR PROPOSAL
FOR A
COOPERATIVE LOCAL PLANNING PROCESS
FOR EMPLOYMENT AND TRAINING

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals for projects which will organize and pilot test a cooperative local planning process for the effective and efficient delivery of employment and training services in California. The planning process should lead to a model that can be used throughout the State to better coordinate all resources and to integrate delivery systems. The ultimate goal is to accelerate the process of assisting people to become employed.

II. BACKGROUND

California's public employment and training system is composed primarily of the Comprehensive Employment and Training Act (CETA), Vocational Education, the Department of Rehabilitation, and the Employment Development Department's (EDD) Employment Service and Work Incentive (WIN) programs. Each of these components is committed to local level collaborative planning, efficient use of available resources and evaluation of program impact. The planning processes used by the various employment and training agencies have developed independently to meet both their internal needs and the

requirements of their individual funding sources. In many instances, the data, the plans, and the planning process of each entity is not necessarily compatible or coordinated with others operating in the same community. For example, planning documents demanded by federal funding authorities may have little relationship to resource allocation decisions and actions taken by the various program operators. They often are used only for statistical summaries. They do not necessarily provide guidance for program modifications based on the identified needs and resources of the community.

Current planning procedures can be briefly summarized as follows:

- o Each EDD office develops an annual plan.
The current process, recently established in California, provides emphasis on local office assessment of unique community needs, a balanced mix of labor exchange services, coordinated use of resources, and local flexibility in allocating resources.
- o Prime sponsors prepare a general master plan for their area. Each year they are supplemented by annual plans which include a budget

information summary and a participant summary. There is local flexibility in the process used to prepare the plans. Local planning councils provide advice and recommendations. Policy direction is provided by local elected officials.

- o Secondary and Adult schools and community college districts are involved in a local planning process which includes both Vocational and Adult Education. The State of California has a 5-year State plan for Vocational Education plus annual updates which are addressed to locally defined needs.
- o District offices of the Department of Rehabilitation prepare annual plans which are based on the needs of their local communities. These plans provide the basis for the Department's zero-based budget and planning process.

A critical component of any employment and training planning system is labor market information. A new data source is being developed within California which is designed to address locally identified needs for labor market supply and demand information. It is called the California Occupational Information System (COIS). The system is supported by the five participating State agencies, the State Department of Education, the

California Community Colleges, The Department of Rehabilitation, the State CETA Council and EDD, the State Legislature (AB 2020) and the federal government (the National Occupational Information Coordinating Committee).

COIS can be used in conjunction with other available data for the development of courses or training programs for which there will be a labor market demand and for effective counseling of clients toward realistic employment goals. The "Public Education Supply and Demand Report" for the State and the 13 largest Standard Metropolitan Statistical Areas (SMSA's) will be available in the next few months.

In addition, each of the major service delivery agencies in a community has information which to a greater or lesser degree permits them to assess the service needs of the community, to allocate their limited resources and to measure the results of their programs. Each of these information systems were developed independently and primarily to meet federal reporting requirements. At the local level, however, numerous barriers to information sharing and collaborative planning have become obvious. These include overlapping administrative boundaries and non-comparability of data. The resolution of these and related issues would greatly enhance

cooperative planning efforts at the local level.

III. PROJECT DESCRIPTION

An Overview

This Request for Proposal has been developed by the Joint Committee of the Employment Services (ES) Board and the CETA Council as part of an effort to implement the November 1977 California Employment and Training Policies and Goals (Attachment A).

This particular project will encompass one full planning cycle with the second year's funding dependent upon successful completion of the previous year. The contractor will be expected to submit monthly or quarterly progress reports. The first year will be concerned with developing planning mechanisms necessary for a local coordinated planning system. During the second year, those planning mechanisms will be tested during the development of the actual local plans. The project may be extended into a third year to test the actual implementation of the coordinated plan.

It is intended that the contractor will have maximum flexibility to accomplish the goals of the project. The State will evaluate the amount and impact of the change that occurs. The contractor should be prepared to commence work on the project by July 1, 1979.

The Response

In response to this RFP, the contractor should state the planning mechanisms and methodologies that will be developed and used to accomplish the project purpose. Two general areas of concern should be addressed.

- o What are the important ingredients necessary for coordinated planning? What are the incentives and how can they be optimized? What are the barriers to cooperative planning and how can they be overcome? What constraints do current planning cycles and other external factors present? What are mechanisms for overcoming these constraints? How should independent governing boards and administrative boards relate to one another in a coordinated planning system? What linkages can be developed to insure that each agency has an appropriate functional responsibility? What functional trade-offs are possible? How can private sector employers be involved?

- o What planning information is required of the various employment and training operators? What are the minimal, essential data elements that can be shared by all entities? How can data be gathered and arrayed to increase community knowledge and help in plan development?

Are current data sources adequate? Can users be provided with technical assistance which will assist in use of available data?

In responding to the RFP, it is expected that the contractor will specify the first year's activities, but will provide only a conceptual design for the second year. In the event a third year follow-up is necessary to validate impact on both process and clients, an appropriate procedure will be determined. The major effort and project costs are anticipated to be during the first year's activities.

Labor Market Information

It is expected that the contractor will identify data elements that are minimally required to support coordinated planning activities. This is not a project aimed at developing new labor market information, although EDD will provide available labor market information, and will utilize the California Occupational Information System (COIS) insofar as it is possible to do so. Technical assistance and related administrative support will be provided to the contractor by Employment Data and Research Division (ED&R) staff.

In certain cases, depending upon the geographic configuration of the pilot program areas, ED&R staff could provide assistance in localizing published and other available information. Additional community data sources will be used whenever possible. In the event, in small

geographic areas, that additional data is needed, a description of that need shall be included in the RFP with an estimate of the cost, the method desired to obtain the data, and the time it would take to gather and array it. A separate contract, either with ED&R or other sources, to develop data shown to be essential to an integrated planning process in smaller areas of the State may be provided as part of this pilot.

ED&R can provide assistance in using, adapting, and understanding labor market information needed for training, program planning and program design. This can include indepth training in the use of occupational demand data from a variety of sources, such as Industry-Occupational projections and EDD field office operating data, as well as supply and demand reports provided through the COIS. (See Attachment B for full listing.) Other available technical assistance includes training in the use of socio-demographic data (target population characteristics); and occupational information required to design training programs (job duties, hiring requirements, wages, skills, and knowledges needed to successfully perform the job). ED&R can also assist on problems of compatible record keeping, identification of minimal data needs, and reduction of reporting burden.

In addition, the contractor will be expected to document the successes and failures in developing and implementing the new mechanisms. The documentation should be in the form of a workbook that can be used in other areas of the State. It should provide a model display (such as a matrix) of all employment and training programs provided by the agencies in the project area. The display should show activities and services available to eligible participants, characteristics of individuals in the participant pool, program outcomes and success rates, and funding sources.

Policy Advisory Committee

The contractor will be expected to work closely with a policy advisory committee. This committee will consist of administrators of the various agencies involved in the project who will be prepared to provide policy guidance and make technical assistance available as required. The joint ES Board/CETA Council Committee, as initiators of this RFP, will also provide oversight.

Evaluation

An independent evaluation will be conducted throughout the course of the project. The evaluation will test for immediate and direct impact on the planning of the contracting agencies. It will also test for noticeable changes in the process of allocating all resources, improved communication and decision making, increased sharing of information and increased linkages between programs.

IV. ELIGIBLE APPLICANTS

It is the intent of this project to test a joint planning effort. To insure that there is local level agreement on goals and objectives, the only eligible applicants will be groupings made up of at least local agency representatives from (1) CETA prime sponsors, (2) Department of Rehabilitation, (3) Secondary, Adult and Community College Vocational Education agencies, and (4) EDD. The local program directors, local office managers or local agency directors must be the signators on the application. Applicants are encouraged to include other local agencies (such as county welfare departments and community-based organizations) in addition to the minimum four. One agency must be jointly selected to receive and administer the project grant.

V. APPLICATION PROCEDURES

Applications for funds shall consist of:

- A. An abstract of the proposal, not exceeding one page.
- B. A cover page bearing the authorizing authority of each agency as shown on page 10a.
- C. Plans for use of funds, including:
 - 1. A narrative description of proposed project, specifying project objectives, identifying the respective agency functions in the project.

COVER SHEET

A Proposal for a Cooperative Local Planning Process

The attached proposal has been jointly prepared by the undersigned
in response to the RFP dated March 2, 1979.

Total Amount of Funds Requested \$ _____
Proposed Project Starting Date _____ / _____ / 79
Agency to Administer Grant Funds _____
Name of Single Contact Person _____
Address _____
Telephone Number _____
Geographic Boundaries of Project _____

Mandatory

Name _____	Name _____
Title _____ Representing Rehabilitation	Title _____ Representing EDD
Name _____	Name _____
Title _____ Representing the Prime Sponsor	Title _____ Representing Vocational Education

Optional

Name _____	Name _____
Title _____	Title _____
Representing _____	Representing _____

(Use additional sheets for other co-signators)

2. A detailed budget, in a form similar to Attachment C, which includes requested staff resources and the responsibility of each in the project.
3. A project work plan, such as a Gantt chart, which specifies the tasks and the time frames for each.

Eight copies of the proposals shall be received in the Office of the Director of the Employment Development Department, 800 Capitol Mall, MIC #83, Sacramento, California 95814 by 5:00 p.m., May 14, 1979. Original signatures are required on only one copy of the proposal.

VII. PROJECT SELECTION PROCEDURE

The Director of the Employment Development Department shall publicly announce grant awards after contract negotiations have been completed. The Joint Committee of the ES Board and the CETA Council plus representatives of Rehabilitation, Vocational Education and EDD shall review and assess all applications by June 11, 1979. Field reviews may be required. The responsibility for final decisions regarding grant applications rests with the Director of the Employment Development Department.

Selection criteria for the proposals will include:

A. Technical Soundness

Objectives
Activities or Procedures
Work Plan

- B. Responsiveness to RFP.
- C. Clarity.
- D. Linkages between joint signators.
- E. Personnel experiences and qualifications.
- F. Budget allocation.

The State reserves the right to accept or reject any or all bids. Costs are only one of the criteria and the State will not necessarily select those proposals with the lowest cost.

CALIFORNIA EMPLOYMENT AND TRAINING POLICIES AND GOALS

ADOPTED BY THE
COMPREHENSIVE EMPLOYMENT
AND
TRAINING ADVISORY COUNCIL
EMPLOYMENT SERVICES BOARD
EMPLOYMENT DEVELOPMENT DEPARTMENT

NOVEMBER 1977

FORWARD

This document is the result of joint efforts begun in early 1977 by the California Employment and Training Advisory (CETA) Council, the California Employment Services (ES) Board, and the Employment Development Department.

A special joint committee was established to recommend a policy statement and broad goals for employment and training programs in California. The joint committee reviewed staff issue papers and working documents during the drafting of the policies and goals.

Public hearings, again jointly sponsored by these groups, were then scheduled in seven (7) locations throughout the State. Over 3,200 notices were sent to governmental agencies, private industry, organized labor, community-based organizations and interested individuals, inviting testimony and public comment on the draft. Amendments to the draft reflected public testimony given at these hearings.

The final statement was formally adopted by the full CETA Council on November 3, 1977 and by the ES Board on December 9, 1977.

II. STATE EMPLOYMENT AND TRAINING GOALS

In order to implement California's employment and training policy, the State hereby adopts the following goals. These goals provide a clear basis and reference point for all State and local programs which affect employment and training in California. All resource allocations, priority setting, and planning should be consistent with their achievement.

- The State employment goal is that all California residents who have a potential for employment and are willing to work be employed in jobs which provide economic self-sufficiency. Such jobs shall preserve human dignity under decent hours, fair wages, and working conditions with appropriate standards for the health and safety of the individual.
- The State training goal is that all California residents receive vocational education and training opportunities to maximize their potential for employment and to assure the availability of labor skills to meet labor market demands in the trades and professions.

I. STATE EMPLOYMENT AND TRAINING POLICY

It is the public policy of the State of California that:

- All appropriate and available public resources shall be directed to the achievement of full employment for all California residents who have a potential for employment and are willing to work.
- The State of California shall allocate public resources under its direct control in a manner which will provide or encourage maximum employment opportunities for the unemployed and underemployed and encourage economic growth through incentives for economic development.
- Public employment and training programs, taking into account counter-cyclical programs at appropriate times, shall give priority to chronically unemployed or underemployed persons, especially those who are in a condition of poverty.
- Industries and businesses in California, both large and small, which create substantial numbers of jobs without detriment to the environment or conflict with prevailing wage structure shall be given positive incentives and stimulation for growth. Policies and programs to protect and improve the environment can and must be reconciled with the energy and land use requirements that are essential to economic development, social progress and full employment.
- Among anti-recessionary employment programs, public-financed job creation for those able to work shall be given precedence over prolonged income maintenance systems not related to employment. Priority shall be given to creation of jobs in the private sector. To the extent that economic forces preclude adequate levels of job creation in the private sector, public service employment programs should be utilized.
- Public employment and training programs shall be coordinated and shall be conducted on the basis of yearly action plans which are evaluated for effectiveness, efficiency and accountability.
- Program funds shall be equitably utilized to benefit all segments of the labor force which are significantly or structurally burdened with high unemployment or underemployment.

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSA*	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCES
Occupational Demand Information Labor Supply & Demand	Narrative analysis of supply & demand for selected occupations (SMSA & prime sponsor counties)	Quarterly	X	X			Labor Supply & Demand**
Occupational Outlook Information	Narrative analysis of labor supply & demand situations for significant occupations over the forecast period.	Annual	X				Labor Market Review**
		Annual	X	X		X	Annual Planning Information**
		Annual		X			Annual Labor Market Newsletter**
Projections of Employment by Industry & Occupation	Estimates of job demand by occupation for 1980 & 1985 - more than 400 occupations.	Biennial	$\frac{1}{X}$	$\frac{2}{X}$		X	Projections of Employment by Industry & Occupation**
Career & Planning Information	Descriptions of 350 selected occupations including duties, working conditions, benefits & pay, training & advancement.	Triennial					Occupational Guides Mini-Guides Career Guides Group Guides Major Employment Opportunities
	Description of new employment opportunities (new plant openings, expansion, etc.) - <u>for Orange County only.</u>	Monthly		X			
	Occupational outlook for selected occupations - upon request by prime sponsors. (Tailored to specific areas)	As requested	X	X		X	Needs Assessments Prepared upon request
Apprenticeship Information	Description of apprenticeship occupations including duties, training & pay - for LA County only.	(1978)		X			Apprenticeship Information Digest for LA County

1/ To be published during second half of 1979.

2/ Projections have been developed for selected clusters of counties.

* Some SMSAs are contiguous with single county boundaries. ** Includes outlook or forecast information.

AVAILABLE DATA FOR LOCAL PLANNING

PAGE 2

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSA*	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCES
Wage Information Survey Bibliography	Bibliography of federal, State, local government & private wage & salary surveys.	-	X				Bibliography of Wage & Salary Surveys
Wage Survey	County government wage information by selected occupations.	Monthly		X			Wage & Salary Study
	City government wage information by selected occupations. (Selected cities)	Monthly			X		Wage Compendiums
Labor Force Estimates	Labor force, employment, unemployment, unemployment rate.	Monthly	X				Labor Market Bulletins**
		Monthly		X			Labor Market Newsletters
		Monthly	X				400 L.F.
		Monthly		X			400 C
		Monthly				X	400 L
		Monthly	X				Statistical Supplement
		Monthly	X				Labor Market Reviews**
		Monthly & Annual	X	X		X	Annual Planning Information**
		Annual	X	X			Labor Force Series
		Monthly & Annual	X	X			Annual Labor Market Newsletter**
Wage & Salary Employment by Industry	Employment by Standard Industrial Classification (SIC). 1 & 2 digit SIC	Monthly	X				Labor Market Bulletins**
	1 digit SIC	Monthly		X			Labor Market Newsletter**

* Some SMSAs are contiguous with single county boundaries. ** Includes outlook or forecast information.

AVAILABLE DATA FOR LOCAL PLANNING

PAGE 3

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSAs	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCES
Wage & Salary Employment by Industry (cont.)	Employment by Standard Industrial Classification (SIC). 1, 2 & 3 digit SIC	Monthly	X				Statistical Supplement
	1 & 2 digit SIC	Monthly	X				Labor Market Reviews**
	1, 2 & 3 digit SIC	Monthly & Annual	X				Annual Planning Information**
	1 digit SIC - narrative	Annual		X			Annual Labor Market Newsletter
	1, 2, & 3 digit SIC	Annual	X	X ^{1/}			Wage & Salary Employment
Employment by Industry	Employment by Standard Industrial Classification (SIC). 1, 2 & 3 digit SIC	Monthly	X				California Employment & Payrolls
	1 digit SIC	Monthly		X			California Employment & Payrolls
	unpublished 1-4 digit SIC	Monthly	X	X			127 tabulation
Employment by Industry - Geographic Subdivisions	Employment by 1 & 2 digit SIC for cities, census tracts & statistical areas.- for Orange County	(July)		X	X		Industrial & Commercial Data System (INCOM)
	Los Angeles County	-		X	X		Industry & Commerce Employment (ICE)
	Ventura County	-		X	X		Area Commerce Training Industrial Occupational Needs (ACTION)
	San Diego	-		X	X		Employment Inventory

1/ County data is not published.

* Some SMSAs are contiguous with single county boundaries.

** Includes outlook or forecast information.

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSA*	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCE
Insured Employed by Industry	unpublished 1-4 digit SIC	Monthly	X	X			202 tabulation
Insured Unemployed by Industry & Occupation	Average weeks compensated under UI distributed by industry (SIC) and occupational (DOT) codes - based on a 20% sample.	Monthly	X				Annual Planning Information**
	unpublished detail	Monthly	X				96R tabulation
Characteristics of the Population	1970 Census population distributed by sex, age, race, ethnic group & labor force status.	Decennial	X	X	X		Manpower Indicators
	1977 population distributed by sex, age, race, ethnic group & labor force status - based on Census & Dept. of Finance data.	Annual	X	X			Manpower Information for Affirmative Action
	1979 population distributed by sex, age, race & ethnic group - based on Census & Dept of Finance data.	Annual	X	X		X	Annual Planning Information**
	1970 Census labor force distributed by sex & race.	Decennial	X	X			Annual Labor Market Newsletter**
Characteristics of the Labor Force	1977 labor force distributed by sex, age, race & ethnic group - based on Census & Dept. of Finance data.	Annual	X	X			Manpower Indicators
	1979 labor force distributed by sex, age, race & ethnic group - based on Census & Dept. of Finance data.	Annual	X	X	X	X	Manpower Information for Affirmative Action
							Annual Planning Information
				X			Annual Labor Market Newsletter

* Some SMSAs are contiguous with single county boundaries. ** Includes outlook or forecast information.

AVAILABLE DATA FOR LOCAL PLANNING

PAGE 1

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSA*	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCES
Characteristics of the Employed	1970 Census employment distributed by sex, age, race, ethnic group & occupation.	Decennial	X	X	X		Manpower Indicators
	1977 employment distributed by sex, age, race, ethnic group & occupation - based on Census & Dept. of Finance data.	Annual	X	X			Manpower Information for Affirmative Action
Characteristics of the Unemployed	1970 Census unemployment distributed by race & ethnic group.	Decennial	X	X	X		Manpower Indicators
Characteristics of the Insured Unemployed	Average weeks compensated under UI distributed by sex, age & race - based on a 20% sample.	Monthly	X				Annual Planning Information** (temporarily suspended)
Wages by Industry	Wages by Standard Industrial Classification (SIC). 1, 2 & 3 digit SIC	Quarterly	X				California Employment & Payrolls
	1 digit SIC	Quarterly		X			California Employment & Payrolls
	unpublished 1-4 digit SIC	Quarterly	X	X			127 tabulation
Earnings & Hours in Non-agricultural Industries	Average earnings & hours for production & related workers in selected industries.	Monthly	X				Statistical Supplement
Net Spendable Earnings	Net spendable earnings for production & related workers in manufacturing - for selected SMSAs.	Monthly	X				Statistical Supplement

* Some SMSAs are contiguous with single county boundaries.

** Includes outlook or forecast information.

AVAILABLE DATA FOR LOCAL PLANNING

Page 6

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSA*	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCE
Socio-Demographic Characteristics (Target Groups in Need of Employment Assistance) Veterans	1977 total & labor force status of Vietnam-era veterans	Annual	X	X		X	Annual Planning Information
				X			Annual Labor Market Newsletter
		Annual	X	X		X	Annual Planning Information
Low Income Population	1979 persons & heads of family below poverty level - based on Census proportion.			X			Annual Labor Market Newsletter
		Monthly	X	X		X	Annual Planning Information
				X			Annual Labor Market Newsletter
Youth	1979 Youth, 16-21, labor force status - based on Census proportions.	Annual	X	X		X	Annual Planning Information
				X			Annual Labor Market Newsletter
		Annual	X	X		X	Annual Planning Information
Disabled Population	1979 Youth, 14-21, not in school & not high school graduates by sex, race & ethnic group - based on Census proportions. (2 yr. cohorts)			X			Annual Labor Market Newsletter
		Annual	X	X		X	Annual Planning Information
	1979 disabled noninstitutional population 16-64 by major condition - based on Census proportions.	Annual	X	X		X	Annual Planning Information
				X			Annual Labor Market Newsletter

* Some SMSAs are contiguous with single county boundaries.

DATA ELEMENTS	DATA DESCRIPTION	DATA FREQUENCY	SMSA*	COUNTY	CITY	PRIME SPONSOR	PUBLICATIONS & OTHER SOURCES
Socio-Demographic Characteristics (cont.) English as a Second Language	1978 persons over 18 with English difficulty by native tongue.	Annual	X	X		X	Annual Planning Information
	1974-1976 number of persons in jail, on active probation or parole.	Annual	X	X			Annual Labor Market Newsletter
Felon Parole Population	Felon parole population and number discharged by sex. (By region only)	Annual		X			Annual Planning Information
							Annual Labor Market Newsletter
							Annual Planning Information
							Annual Labor Market Newsletter

* Some SMSAs are contiguous with single county boundaries.

AVAILABLE DATA FOR LOCAL PLANNING

Page 8

DATA ELEMENTS	DATA DESCRIPTION	FREQUENCY	SMSA *	COUNTY	CITY	SPONSOR	PUBLICATIONS & OTHER SOURCES
ESARS (Employment Security Automated Reporting System) reports on characteristics of applicants in EDD offices and services provided by EDD offices.	Applicant characteristics and services provided to EDD clients by Employment Service Offices.	Monthly Quarterly Fiscal Year-to-date	X	X	No	No	EDD field office reporting system documents.
Farm Labor Reports on the estimated number of farmworkers in California.	Data provide Employment, Wage, Crop Activity, acreage, housing availability, information and name of EDD staff person responsible for reporting county.	Semi-monthly Monthly Annually	No	Yes	No	No	EDD Field Office submitted data (Ag. Business Representatives).
UI Claims Activities	Intrastate and interstate agent claims activities statewide and by field office within district within region. Claims activities include initial claims, weeks claimed, partial claims and claims expired. Data are also available by labor market area, but are not published.	Monthly	Yes	Yes	No	No	Field Office claim documents.
UI Payment Activity	Payment Activity: 1. Statewide by program. 2. By field office within county within district, and within region by program. 3. By industry, statewide and within selected SMSA's. 4. By occupation, statewide and within labor market area.	Monthly Monthly Monthly Monthly	No No No Yes Yes	No No Yes No Yes	No No No No No	No No No No No	3.) Reports have been temporarily discontinued due to

*Some SMSAs are contiguous with single county boundaries.

MISCELLANEOUS COSTS

TRAVEL

_____ Miles per Month x _____¢ per Mile x _____ Months:

Other Travel Costs (ATTACH JUSTIFICATION):

COMMUNICATIONS

Telephone:

Postage:

EQUIPMENT (ATTACH JUSTIFICATION)

Purchase:

Rental:

Use Charges:

SUPPLIES

\$ _____ x _____ Months:

RENT

\$ _____ x _____ Months:

UTILITIES

\$ _____ x _____ Months:

CUSTODIAL

\$ _____ x _____ Months:

INSURANCE AND BONDING COSTS (SHOW CALCULATION BELOW):

OTHER COSTS (SHOW CALCULATION BELOW):

TOTAL MISCELLANEOUS COSTS

\$

TOTAL STAFF SALARIES.....

TOTAL FRINGE BENEFITS.....

TOTAL MISCELLANEOUS COSTS.....

TOTAL COSTS

\$

STAFF SALARIES

POSITION TITLE	% OF TIME	RATE	TIME	AMOUNT
TOTAL STAFF SALARIES				\$

FRINGE BENEFITS

WORKERS' COMPENSATION: _____ % x \$ _____	_____
F.I.C.A.: _____ % x \$ _____	_____
OTHER (SHOW CALCULATIONS):	
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL FRINGE BENEFITS \$	